

**SECRET**

SECURITY INFORMATION

Active Registry  
2-4757

ad-139

~~CONFIDENTIAL~~

JAN 10 1952

MEMORANDUM FOR: Assistant Deputy Director (Admin.)(Special)

SUBJECT : Instruction and Indoctrination within RI

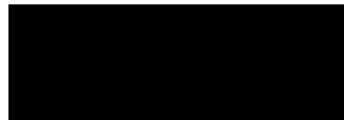
1. Reference is made to the excerpt from the article entitled "Here is Help for You" by James Gordon Gilkey, a copy of which is attached.

2. The personnel, both new and experienced, that are assigned to RI are given extensive indoctrination in the teamwork required by an intelligence activity and the importance of the individual's part in a world-wide espionage and counterespionage effort. That the final answer to the jigsaw puzzle of operation might lie in the accuracy of the most routine of index checks is a fact that is strongly emphasized. This indoctrination is accomplished by instruction by the Training Officer of RI, by attending lectures in training, and by attending the CIA Orientation lectures. Liaison with opposite numbers in the operating Divisions is encouraged to the fullest extent.

3. The Chief, RI, personally meets and explains the functions of the Records Program to all new employees. He has also published and circulated a statement of what is expected of all employees (a copy of this publication is attached).

4. Individual employees of RI are commended upon any outstanding contribution to the records effort. Letters of commendation were circulated and placed in the personnel files of over seventy employees during the calendar year 1951.

FOR THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS:



25X1A9a

Chief, Administration

Enclosures (2)

- #1 - Excerpt from article by J. G. Gilkey
- #2 - Copy of IID (now RI) Charter

Document No. 9NO CHANGE in Class. ☐☐ DECLASSIFIEDClass. CHANGED TO: US S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1733Date: 220378 By: 025~~CONFIDENTIAL~~**SECRET**